

Get It On Time campaign: running a hospital stall guide

For volunteers and local groups

What is the Get It On Time campaign?

We're campaigning to make sure that everyone with Parkinson's in hospital gets their time critical medication on time, every time. People with Parkinson's are at risk of significant harm if they don't get their medication on time, every time.

'On time' means within 30 minutes of the patient's prescribed time. Even short delays can worsen symptoms such as rigidity, pain and tremor. As well as causing stress and anxiety, issues with swallowing and increasing the risk of falls.

Speaking to health professionals can help everyone with Parkinson's in hospital to get their medication on time. [Find out more about the Get It On Time campaign.](#)

This guide will give you tips on how to plan and run an awareness raising stall in a hospital and things you will need to consider.

Why have a hospital stall?

Organising a stall at your local hospital is a great way to:

- spread the word about the Get it On Time campaign
- increase understanding of Parkinson's and time critical medication among healthcare professionals
- share the wider work of Parkinson's UK, including local groups and activities
- help recruit new volunteers and supporters.

Planning the stall

Our campaigns teams around the UK can help you organise the stall. Please find the details for the contact in your area below.

England

Email campaigns@parkinsons.org.uk or phone 0207 963 9349.

- **North West:** Kim Snape, Senior Local Campaigns Officer.
- **North East & Yorkshire:** Mattie Shannon, Local Campaigns Officer.
- **South (including London):** Jack Grant, Local Campaigns Officer.
- **East:** Georgina Sait, Local Campaigns Officer.
- **Midlands:** Jenna Hubball-Lowry, Local Campaigns Officer.
- **South West:** Rob Davies, Senior Local Campaigns Officer.

Wales

Email wales@parkinsons.org.uk

- Rachel Williams, Policy, Campaigns and Communications Manager.
- Sarah Bowdidge, Campaigns Officer for Wales.

Scotland

Email scotland@parkinsons.org.uk or phone 01738 231 270.

- Tanith Muller, Policy and Campaigns Manager.
- Mairi Gordon, Policy and Campaigns Officer Scotland.

Northern Ireland

Email northernireland@parkinsons.org.uk or phone 028 9092 3370.

- Sarah McCully Russell, Policy and Campaigns Manager

How to get the hospital involved

Getting healthcare professionals involved is key to making your stall a success. They can tell you which days of the week would be best, and which part of the hospital is busiest, so you can attract lots of people.

Hospital staff may also be more likely to engage with the stall if it is done jointly with their colleagues. You may want to offer them space to show their materials on the stall. Working together is so important!

Decide the location and date

Work with the hospital to decide when and where your stall will be the most visible and effective at engaging with as many health professionals, patients and visitors as possible. We recommend giving yourself 4 to 6 weeks to organise your stall.

It's also good to run the stall on key dates, such as World Parkinson's Day (11 April) or World Patient Safety Day (17 September), as that may help generate publicity.

Think about your audience

Who is your stall aimed at? Is it senior nursing or pharmacy staff, ward sisters, other healthcare professionals or patients and visitors to the hospital?

Or it could be all of the above. It's good to have a target audience and your local campaign team can help you gather the right materials.

How to talk to your local hospital

We recommend getting in touch with your local campaigns team first, as they may already have an established relationship with your local hospital.

When introducing yourself, say who you are, why you would like to run a stall and share your contact details.

Getting volunteers involved

We may have volunteer run groups and activities nearby. People who attend might be willing and able to help out on the day. [You can find contacts for groups and activities on our website](#) or ask your local campaigns team contact.

It's a good idea to put together a rota so that you have allocated time for volunteers spread throughout the day. This will make sure you have enough people staffing the stall.

If you don't have a local group near you, we may be able to help on the day. Your local campaigns team contact can also help you create a briefing for volunteers so they know what they will be doing on the day.

[Use our Get in on Time: Hospital stall volunteer briefing template.](#)

Please remember to make a copy before you edit the document.

You might want to offer Parkinson's UK staff, hospital staff and volunteers the opportunity to discuss plans for the day on a call before the stall, to answer any questions they may have.

It's important to reassure volunteers and staff that if any problems or they get asked a question they don't know the answer to, your local campaigns team will be able to help, either on the day or after the event.

Be accessible

Most hospitals will be fully accessible, but it's important to check that the location for the stall is close to entrances and exits, on the ground floor or can be easily reached by lifts, and close to an accessible toilet.

Before the event ask any volunteers about their accessibility requirements and communicate these to the hospital.

We also recommend including a map of the hospital in your volunteer briefing, with the stall location clearly highlighted.

Parking arrangements

Consider what parking is available at the hospital, particularly whether there is on-site parking for dropping off and collecting display materials. Your hospital contact will be able to share the closest parking for you and your volunteers. You should communicate this to your volunteers so they are clear before the day.

Directions to your location on the hospital site

In your volunteer briefing provide a contact number that all of your volunteers can use if there's a problem. You should include a clear location for them to head towards once on the hospital site. Directions may also be helpful, such as the closest entrance to the stall.

What resources do I need?

You want to make your stall as eye-catching as possible and have things on the table that people can take away with them, such as leaflets. You can also share what the local Parkinson's UK group is doing.

Consider having a contact sheet, so people can leave their names and contact details if they want more information. Please add the following privacy statement to your contact sheet:

We will use your contact information to follow up on any further questions you may have about the campaign. At Parkinson's UK, we want to be very clear about how we use, store and protect your personal data, which you can read about at www.parkinsons.org.uk

Keep the contact sheet secure. Once you have passed the data onto Parkinson's UK, destroy the contact sheet.

Equipment

Think about what you will need to run a stall, such as a table to display information, flyers, stickers and other items for people to take away. Ask the hospital if they have a table you can use.

You may also want a display board with images and text to help you stand out.

Speak with your local campaigns team contact to see what equipment and resources they can provide.

Resources and branded merchandise

You may want flyers and Parkinson's UK branded merchandise such as T-shirts to wear, wristbands or stickers on the table.

[Some resources can be ordered for free through our online shop.](#)

The [time critical medication flyer](#) for healthcare professionals is a useful resource to give to hospital staff.

If you are a member of a local group, you may have access to our design platform Create. If you don't have access to Create, please contact your local campaigns team about arranging flyers.

Photography

You should encourage everyone who visits the stand to share a photo with us on social media. Once you have shared your photo on social media, you are giving us permission to repost the photo.

Avoid taking photos of people who are under 18 years old.

Remember that people will need to sign our consent form for us to use their photo in other materials. [You can ask them to fill out our consent form on our website.](#)

Top tip about consent: If a person is not the focus of the image, for example, you can only see the back of their head or they're walking or standing in the background of a shot, consent is not needed.

If you're posting an image of a posed group where everyone is clearly recognisable, it's best to check that they are happy before you post it. Try to make sure there are as few people in the background as possible. For example, take photos against a wall rather than in the middle of a busy hall.

The hospital may also wish to promote your stand to staff or on their social media channels.

Your local campaigns team can work with you to amplify your social media on our channels. Remember to tag the @ParkinsonsUK account in your posts so we can share them.

Media

If you would like to do your own press release or social media activity after the event and would like to quote Parkinson's UK, get in touch with your local campaigns team.

Social media

If you have a group or branch Facebook page or X(Twitter) account you might want to share photos and updates from your stand. Please make sure that any photos taken are just of the stand and volunteers.

Remember to get consent to share your photos. Our online [form can be found here](#).

On the day

It's good to have a clear plan of the running order of the event. We suggest you start to plan the stall around 4 to 6 weeks in advance to give you plenty of time to make all the arrangements.

Your local campaigns team contact can work with you to produce a [running order](#) and [volunteer brief](#) for the day. Please make copies of these documents.

Some things to consider:

- **Getting there:** Check the traffic, trains and buses on the day to make sure you arrive with plenty of time to find the location of the stall and set up.
- **Setting up:** Make sure you have enough people to help you set up the stall. If you are struggling to find people, please speak to your local campaigns team contact.
- **Keeping the stall tidy:** Try to keep the table and stall area tidy to encourage people to come over and grab a flyer or have a chat.

- **Finish:** When it's time to pack up, make sure you take everything with you including anything with people's personal information, such as contact details or consent forms. Thank the volunteers for coming along and helping out.

Thanking the hospital

On the day of the stall, thank all the staff at the hospital who helped. After the event, you should send them a thank you email. Remember to copy in the local campaigns team contact.

[You can use our thank you email template.](#)

Claiming expenses

You should never be out of pocket when you volunteer with us. Before arranging an event, please speak to your local campaigns team to inform them about the event and what will be required.

You can claim expenses for travel (including mileage and parking), lunch (up to £15) and snacks (up to £10). [Read our expenses policy.](#)

[Fill out our expenses form to claim your expenses \(Excel\).](#)

Please send your completed expenses form with receipts to your local campaigns team contact.

If you have any questions contact your local campaigns team. Remember to send the expenses form to any volunteers after the event and encourage them to claim.

Terry's story



We organised a stall to raise awareness with clinicians of the importance of people with Parkinson's getting their medication on time. We also used it as an opportunity to raise awareness of our branch activities.

The planning of the stall was very well supported and simple. It was good that we planned it well in advance.

Support from Parkinson's UK campaigns team and senior hospital staff was also really important to the success of the stall.

On the day, the stall was supported by volunteers, Parkinson's UK staff, and senior hospital staff. It was so important to us to build those connections with the nursing and pharmacy teams.

I would say plan your stall well in advance, work with the hospital staff to get the best out of the opportunity and also encourage them to provide information to display on your stand. We found that it was really important to have their input.

Make sure you bear in mind the access needs such as ensuring that people know where you will be in the hospital and that there is parking nearby for loading and unloading your stand materials.

Ensure you have plenty of volunteer support for the day. Some may be able to help all day, whereas others might only be able to do an hour. Every little bit helps. Get in touch with Parkinson's UK who can help you source relevant materials for your stand.

Make sure you have a debrief afterwards, it was important for us to do that with the hospital staff and to thank everyone involved.

Last but not least is to maintain contact with the hospital, so you can continue to build on this work and to keep the Get It On Time campaign on the agenda!

Terry Kendall, Chairman of Barnsley and District Parkinson's UK Branch

Frequently asked questions

Who shall I contact in the first instance?

Contact your local campaigns team first, who will work in your region. Their contact details can be found on the first page of this guide.

Where do I find information for health professionals about the Get It On Time campaign and time critical medication?

Information for health professionals about the Get It On Time campaign and time critical medication can be found on the Parkinson's UK website at parkinsons.org.uk/time-critical-medication-resources

What should I do if someone wants to give a donation?

If you are asked about donating to the charity, please direct them to our website. We are not able to take donations at these stalls.

I have never run a stall before, what should I expect?

Running a stall is a fun way to talk to healthcare professionals about your experiences and how they can make sure people with Parkinson's get their medication on time, every time, when they're in hospital. If you're worried about anything, please speak to your local campaigns team contact who will be happy to help.

If I'm asked a question I don't know the answer to, what should I do?

It's okay to not know everything. Thank them for their question and let them know you will follow up and get back to them if they're happy to share their contact details with you. Get in touch with your local campaigns team contact about the question.

What if I have a problem on the day?

Contact your local campaigns team contact and explain the issue, they will advise you on what to do.

How should I respond to someone who is emotional?

You may get people visiting the stall who have lost a relative or their loved one has been recently diagnosed. Sometimes this can be quite emotional. Acknowledge how they feel and direct them to our free and confidential helpline (0808 800 0303), where our team of friendly advisers can help them.

If you need support because something emotional has been shared, please contact your local campaigns team contact after the event.

Thank you for volunteering to run a stall. Good luck!